

# Workshop Descriptions

<b>EMPLOYABILITY SKILLS TWO-DAY WORKSHOP</b>	Interested in utilizing Workforce Investment Act (WIA) Center Services? This two-day workshop is mandatory for job seekers interested in specific career development activities and/or training. Get connected with career guidance and employment specialists; experts who are familiar with the local labor market.
<b>Advanced Job Readiness Two-Day</b>	Participants engage in a review of locus of control and thinking behaviors. This offers the participant opportunity to begin forming an idea of where they want to be in the future, with particular interest on employment and economic stability .
<b>Visioning Your Future Day 1 Goal Setting Day 1</b>	Participants are engaged in a process to set goals that get results in their career. They outline strategies to approach positive completion.
<b>Work Habits for Keeping your Job Day 2 Communication in the Work Place Day 2</b>	Through the development of effective work habits, participants will learn the importance of a strong work ethic, meeting employer expectations and team activity that will lead to job success. Good time management skills, compliance and working as part of a successful team are addressed and discussed.  Designed to engage participants in discussions that will define communication and potential barriers to effective communication in a diverse work environment. Types of communication are categorized and include non-verbal communication. Instruction will include effective communication methods to engage in with co-workers and customers.
<b>Professional Development 1 day (6 hours) Resume Instruction/ Lab</b>	Teaches participants the knowledge, skills, and competencies necessary to offer excellent customer service and increase customer satisfaction. Participants learn workplace requirements of customer service, including but not limited to how to communicate positively and professionally with internal and external customers.  Hands-on resume writing workshop to learn how to write an effective resume that gets noticed. Topics covered in this workshop include: addressing minimal work experience, short-term employment, gaps in employment and resume formatting. Leave with a complete and up to date resume.
<b>Financial Management</b>	Wise financial management requires a series of daily choices. With a spending plan, your choices are prioritized to help you stay on track and follow a plan. Learn how to take control of your financial situation, calculate your net worth; create a budget, monitor your progress, manage the flow of income and expenses, comparison shop, and protect your assets. Comprehensive workbook provided.
<b>JOB CLUB</b>	This is for anyone who is seeking employment. If you are looking for work, come and meet other people at Job Club. Success stories and challenges are shared by participants. Job Club provides peer support in a comfortable environment. Participants will learn about local job opportunities. Network with staff members who work directly with local employers. In addition, take advantage of making connections with different employers who come as guest speakers each week. You may get hired on the spot. Please come dressed professionally. On Site Events are held monthly in Job Club.
<b>ASSESSMENT CAFÉ</b>	Our Assessment Café offers a variety of assessments and testing options such as: Typing, 10-key, Data Entry, Windows, Microsoft Office, Medical Terminology, Legal Proofreading, and more. We also use the Arizona Career Information Systems website which provides career exploration tools to assess your skills, interests, etc. A staff member may also recommend other testing to help determine your basic education levels (reading, writing and math skills) or request further career assessments.